

Please quote for the following articles so as to **reach the undersigned on 11.04.2016**

Desktop Computer

Specification:

Screen 18.5" , Display LED, Processor: Intel Core i3, RAM: 4GB DDR-3, 500 GB HDD , DVD R/W,OS (operating system): Window 8.1 pro, Keyboard, Mouse, Warranty 3-5 years

The quality, make, packing and other particulars of each item should clearly be stated/indicated in your quotation.

1. It should clearly be stated whether the rates are inclusive / exclusive of SALE TAX etc.
2. The rates of INSURANCE if any should be specified. The firm will be required to submit original payees receipt alongwith bill. NO PAYMENT OF INSURANCE CHARGES IS PERMISSIBLE UNLESS THESE REQUIREMENTS ARE COPLIED WITH.
3. THE QUOTATION SHOULD ALWAYS BE SUBMITTED IN DUPLICATE.
4. Please quote only for the items available in 'READY STOCK.'
5. Please quote only for the make required and strictly according to the specifications etc.
6. Please also indicate the DISCOUNT separately, if any.
7. While submitting the quotation please on the OUTER ENVELOPE, 'QUOTATIONS TO BE **OPENED ON 12.04.2016** and the envelope be put in another envelope address to **Prof. P. Venugopalan, Chairman, Department of Chemistry, Panjab University, Chandigarh – 160014, (By Name)**
8. Please send the quotation by post/Courier.

(P. Venugopalan)

Chairman